



California State Online Travel Request Form Procedures



1. Access www.globaltrav.com on the internet.
2. On the blue menu bar on the left side of the screen, **click on State of CA.**
3. Under **Department Name**, use the pull down menu and highlight your agency name.
4. **Now complete all requested information.**
5. Under **Reservation Type**, indicate whether this is a new reservation, a change in an existing reservation, or a cancellation of a reservation.
6. Under **Airline Reservation**, fill in your preferred itinerary with dates and departure times. If you know the exact flight number you want, indicate it in the box "Special Requests" immediately after "Desired Departure Time". If you want a nonrefundable fare, indicate that in the "Special requests" box. Otherwise, Giselle's will look for the State contracted carrier and rates.
7. **The Comments Box** is free form....feel free to write a note to the agent with any special requests, i.e. I am flying with James Wilson. Please secure our seats together.
8. Under **Car Rental**, use the pull down menu to choose one of the State contracted car vendors. If you need a special vehicle, i.e. a van or a 4-wheel drive, use the comment box to indicate that.
9. Under **Hotel Reservations**, list your choices in order of preference. If you do not know the area and have no knowledge of where you want to stay, use the comment box to instruct the Giselle's agent to find a property and government rate in the area where you will be conducting business. Give the address you wish to be close to.
10. Under **Credit Card Information**, the default selection will be to charge your airline tickets to your agency's centrally billed account. If you prefer to charge your tickets to your individually issued State American Express account, indicate option 2. To use option 2, you must have a traveler profile on file with Giselle's Travel which includes your American Express account number. Option 3 can be used to purchase personal airline tickets. Please indicate in the Comments box that this is a **personal trip**.

IMPORTANT NOTE:

If you are booking travel for same day departure, or if you are booking travel after 6pm for a next day departure, please do not use this form. Call Giselle's Travel at 916 922-0330 or 800 523-0100.



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TRAVEL**



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